

Initial login procedures and user profile setup instructions (For additional information and screen shots on how to log in, please refer to the *Traveler Quick Guide* located at <http://cfo.arc.nasa.gov/travel.html>).

All users with a newly created FedTraveler account received two e-mails:

1. **Member ID** (e.g., na1q3f0b@nasa) – user cannot change
2. **Initial PIN** (password) – user changes

Open your web browser and go to <https://www.fedtraveler.com/>.

Use the Member ID and Initial PIN received via e-mail to log in to the website.

The first login page is entitled “New User”

E-mail address: Enter your NASA e-mail address: e.g. John.A.Doe@nasa.gov

Unique Traveler Number: NASA is using your UUPIC (Universal Uniform Personal Identification Code) here. This is pre-populated.

Select ‘**Submit**’

Select ‘**OK**’

Minimize Fedtraveler.com Application

Logon to your NASA email account to receive your Temporary PIN via e-mail. This e-mail will appear with the subject “**Refreshed PIN.**”

Return to the Fedtraveler.com Application

Select ‘**Continue**’ (top left corner)

Enter the Member ID and Temporary PIN

Select ‘**Login**’

Select ‘**Next**’ (top left corner)

Populate the following areas of the ‘**New User:**’

Select ‘**Next**’

‘**Personal Information**’–Enter info, include ‘Default Airport’

Select ‘**Next**’

Skip ‘Financial Information’ (Leave blank)

Select ‘**Next**’

‘**Employment Information**’ – enter your info

Select ‘**Next**’

‘**Credit Card Information**’ (Travelers must enter credit card details)

NOTE: A valid IBA or Personal Credit Card must be entered to utilize the Online Booking Engine for reservations.

Enter Travel Credit Card info including:

‘**Credit Card Type**’: VISA

‘**Credit Card Category**’:

Select ‘**Individually Billed Account**’ (travel credit card)

‘**Indicate document credit card usage(s)**’:

Check '**Lodging**' and '**Vehicle**'
Select '**Submit**'

At the '**New User**' screen:

Enter the Temporary PIN (from the e-mail titled "Refreshed PIN")
Create your Personal PIN using specified criteria and enter twice
Answer Security Questions (to be used for Personal PIN reset (when necessary))
Select '**Save User Profile**'

Scroll down and Accept the '**Rules of Behavior**'

At the '**Organizer Page**' :

Select '**User Profile**'
Select '**Travel Preferences**' and enter information as needed.
Select '**Save Preferences**'

Congratulations!

You have successfully established your FedTraveler Account.

Please Select '**Logout**'